



SCHOOL GROUP RESERVATION REQUEST FORM

School Group requests are accepted by mail or fax only. DO NOT RE-FAX! To cancel a tour, call (202) 874-2330 or toll free 1-866-874-2330. The tour must be re-booked if ten or more students are added to the original request.

GROUPS CANNOT EXCEED 100 PEOPLE.

The following items are strictly prohibited and will not be allowed into the Bureau:

Book bags, backpacks, aerosol sprays, any pointed objects such as knitting needles, scissors, sharp metal nail files, sharp objects such as knives, razorblades, box cutters, guns, ammunition, fireworks, electric stun guns, mace, or martial arts weapons/devices.

The BEP Police reserves the right to prohibit any other personal items.

Neither the BEP Police nor the Tour staff will provide coat or package check facilities.

A VALID PHOTO ID IS REQUIRED FOR ALL CHAPERONES

Name of School: _____ FAX Number: _____
(Confirmation will be faxed back to this number)

Mailing Address: _____ E-Mail address: _____

City, State, Zip: _____

Primary Contact Name and Phone Number: _____

Number in Group: Students _____ Chaperones _____ TOTAL NUMBER IN TOUR: _____
(not to exceed 100)

Special Needs: (i.e. wheel chairs, hearing impediments, etc.): _____

School Group Tour Schedule

Monday through Friday, excluding federal holidays and the week between Christmas and New Year's Day

<u>DAILY</u> <u>Jan – Dec</u>	<u>9:00 a.m.</u>	<u>9:15 a.m.</u>	<u>9:30 a.m.</u>	<u>9:45 a.m.</u>	<u>EVENING</u> <u>5:00 p.m. 5:15 p.m.</u> <u>5:30 p.m. 5:45 p.m.</u> <i>May – August ONLY</i>
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1st choice

Day of week

Date

Time

2nd Choice

Day of week

Date

Time

Tour Scheduler
14th and C. Streets, SW – Room 130-M
Washington, DC 20228
www.moneyfactory.com

PHONE #: (202) 874-2330 or 1-866-874-2330 FAX #: (202) 874-6331